

# SHELTON STATE COMMUNITY COLLEGE

## Information Technology

# News

SHELTON STATE COMMUNITY COLLEGE  
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### GREETINGS

This is your guide to information technology at Shelton State. The Information Technology Committee (ITC) has developed this guide to help you select and purchase computer equipment and software and to inform you of information technology issues and activities. Questions regarding information in this guide should be directed to Debbie Grimes or Rick Saylor, ITC co-chairs.

### BUT WHAT ABOUT TEAM SPIRIT ?

One of the first new teams to be established will be the Information Technology and Communication SI Team. While this team is being formed, the ITC will continue to meet and handle projects and activities that were begun during the last academic year.

### ITC MEETINGS

The ITC will meet at 10:00 a.m. in Room 305 on the Skyland Campus on October 13 and November 17. Other meetings will be called as necessary.

### VIRUS ALERT

Report all computer viruses to Debbie, who will send voice-mail to all campuses regarding the virus.

### APPLE IN ACADEME

The College is participating in the "Apple in Academe" program.

Discount prices, listed in brochures from Apple Computers, are the chief benefit. However, any items selected through this program must be items that are already on the state bid list AND must be priced lower than the prices on the state bid list. See Rick or Richard McCracken for more information.

### ITC MEMBERS

The ITC includes administrators, staff, and faculty from the Skyland, Fifteenth Street, and Fredd campuses.

| Name              | Extension |
|-------------------|-----------|
| Jim Brown         | 2274      |
| Chester Fredd     | 2613      |
| Debbie Grimes     | 2233      |
| Rex Heacock       | 2478      |
| Arthur Howington  | 2253      |
| Hugh Kynard       | 2418      |
| Humphrey Lee      | 2216      |
| Richard McCracken | 2326      |
| Bradley Moore     | 2640      |
| Don Rainer        | 2350      |
| Ronald Range      | 2328      |
| Rick Saylor       | 2269      |
| Don Seales        | 2460      |



## PURCHASE PROCEDURES FOR COMPUTERS, SOFTWARE, AND PERIPHERALS

The ITC plans to develop hardware specifications every 90 days and software specifications at least once a semester. Based on these specifications, the Business Office will request general bids, which can be used by all college personnel.

All forms are available from Debbie or Rick in both print or diskette formats. Leave voice mail to request forms through inter-campus mail.

1. You have three ways to select a computer, software, and/or peripherals for purchase.
  - a. Choose from the ITC list, which is available from Debbie, Rick, or Cindy Stables in the Business Office. If you choose from the ITC list, complete the ITC Review Form and mark it "ITC Bid List." You do **NOT** have to submit the form to the ITC; you may go directly to step 5 below.
  - OR** b. Choose from the state bid list, which is available from Cindy Stables. You may use the entire list in the Business Office or ask Cindy to send you a photocopy of the SPECIFIC portion that you need (the list is huge!). If you choose from the state bid list, go to step 2 below.
  - OR** c. Develop your own specifications and proceed to step 2.
2. Complete the ITC Review Form and submit it along with complete specifications to Debbie or Rick. Specifications and complete information must be provided before the review will be made. Your request will be reviewed at the next regularly scheduled ITC meeting (see p. 1).

3. When the ITC review is complete, you will receive the signed copy of the form. If you have chosen from the state bid list, proceed to step 5 below.
4. If you developed your own specifications and they are approved by the ITC, submit a written request to Cindy for a bid based on those specifications. The minimum turn-around time for bids is two weeks. When the bids are opened, Cindy will contact you and ask for your help in evaluating the bids. Proceed to step 5.
5. Complete a requisition, which **MUST** include the bid number for the item(s) selected. Attach the ITC review form (which must be signed if you chose options b or c). Attach specifications if you have **NOT** chosen from the ITC lists.
6. Follow the usual purchase procedures for your unit.

### IMPORTANT NOTE

At the present, **ALL** computer hardware **AND** software purchases must be approved by the DSMD in Montgomery. Deans and/or administrative supervisors are responsible for submitting letters for the President's signature for this purpose. The ITC Review Form will provide them with the information they need to compose the appropriate letter. Computer purchases that total over \$50,000 require additional approval from the Alabama State Board of Education. See your dean and/or administrative supervisor for correct procedures. **WARNING: DSMD approval takes several weeks!**

**WHAT IF . . .** a local store has a cheaper price than the bid price on a computer (or software or peripheral)? Can we purchase from them? Unfortunately, the answer is **NO**. All computer and computer-related purchases (except for small supply items such as cables) must be made according to state bid laws.



The following policy has been submitted to the Vice President's Administrative Council for approval (with subsequent approval by the President required).

- a. Employees may not receive or use unauthorized copies of software.
- b. Employees may not make unauthorized copies of college owned or licensed software for personal use or use by others.

## SOFTWARE FORMAT STANDARDS

Wordprocessing  
Spreadsheets  
Database Management

"Low" versions were selected because all employees do not currently use these programs and all hardware cannot support the newer and/or Windows versions.

Employees who are using other software may continue to use them as long as files are fully compatible with standard formats (i.e., can be saved to these formats or easily converted through the software program to these formats).

WordPerfect 6.1/DOS and Windows  
Lotus 123 v.5/Windows  
dBase V/Windows  
Microsoft Excel/Windows  
Microsoft Office  
Microsoft PC Powerpoint/Windows  
Microsoft FORTRAN  
Harvard Graphics/Windows  
Borland Turbo PASCAL/DOS and W  
Windows '95 (see comments on next  
\*Microsoft FoxPro/Windows

*Much thanks* goes to **Brad Moore**, **Ronald Range**, and **Don Seales** for investigating software standards and to **Darrell Wright** for his help in developing this list.

*Much thanks* goes to **Cindy Stables** for working so cooperatively with the ITC in setting up general bids for hardware and software.



## HOW TO SELECT A COMPUTER

The ITC specified three levels of desktop computers for office use (PC and MAC) and one level for instructional use.

If you are using a computer for word processing, clip art, and simple presentations and/or slides, choose the **"low end"** computer.

If you are using your computer for word processing, two-dimensional drawing, and page layout, then choose the **"mid-level"** computer.

If you are using your computer for large databases, complex drawings and graphing, and animation, choose the **"high end"** computer.

## WHEN DO YOU "NEED" A LASER PRINTER?

Laser printers are wonderful for high volume and fine detail printing and graphics (for such activities as desktop publishing, creating brochures, postscript printing, etc.). However, most office and instructional printing does not require a printer that is this sophisticated and expensive.

If you want a printer for office reports, correspondence, student tests/exercises, and similar documents, the ITC recommends that you choose one of the HP deskjet printers that produce text extremely close to laser quality but much better than dot matrix quality. These are fast, inexpensive, and meet most office needs.

If you need color printing, the ITC suggests that you choose one of the HP color printers. All HP printers at the 500+ level can also produce labels and transparencies. Color laser printers are extremely expensive.

**IMPORTANT NOTE:** The use of mechanical A/B/C switches with laser printers may void the warranty.

## CONSUMER INFORMATION ON COMPUTERS AND PERIPHERALS

Don Bell has prepared a tip sheet on locating consumer information, articles, and reviews on computer products. This sheet is available in the libraries on the Skyland and Fredd campuses. Employees on the Fifteenth Street Campus may request a copy from Don through inter-campus mail. Thanks Don!

## ABOUT WINDOWS '95

Windows '95 is Microsoft's much-touted new operating system. Descriptions are available in many magazine articles available in the Skyland Campus Library. Darrell Wright points out that all new software has problems for several months after its initial release. He suggests that only NEW computer purchases include Windows '95 as operating systems and that upgrades not be purchased for existing equipment. He suggests that it is wiser to wait several months until many of the bugs have been worked out. **WARNING:** Rex Heacock points out that Windows '95 may or may NOT have software drivers for older peripherals, especially for back-up tape drives.

**HAVE YOU HAD A BAD EXPERIENCE** with vendors or bid specifications? If so, please report any problems with computer or software vendors and/or suggestions for bid specifications to Rick or Debbie.

**NOTE:** A number of **POWERPOINT** licenses are available through the Library. Contact Debbie Grimes.

## COMING ATTRACTIONS . . . . .

- \* Procedures for documenting software licenses
- \* In-house training program based on survey results